

# RECRUITMENT/RELOCATION BONUS SERVICE AGREEMENT

For use of this form, see DOD 1400.25-M, Subchapter 575 and 5 CFR Part 575

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** 5 U.S.C. 301, Departmental Regulations; 10 U.S.C.3013, Secy of the Army; AR 690-200, General Personnel Provisions; and E.O. 9397 (SSN).

**PURPOSE:** To document employee's service agreement with the government concerning Recruitment or Relocation Bonus.

**ROUTINE USE:** Used by the supervisor and CPAC to process Recruitment or Relocation Bonus as a condition of employee's employment.

**DISCLOSURE:** Voluntary; however, failure to provide information may result in employee not receiving Recruitment or Relocation Bonus.

1. NAME:

2. SSN:

3. POSITION TITLE/SERIES/GRADE:

4. ORGANIZATION:

5. ANNUAL RATE OF BASIC PAY (excludes locality pay):

\$

6. PERCENTAGE OF PAY TO BE PAID AS BONUS (not to exceed 25 percent):

7. LENGTH OF SERVICE AGREEMENT (not less than 12 months):

8. I understand and agree that:

a. As a condition of accepting the lump sum payment, I will serve in the above position for a period of \_\_\_\_\_ months beginning on the date of employment. If my employment in the above position is terminated during this period for the convenience of the government and not at my request or because of my poor performance or misconduct, I will be entitled to retain the bonus.

b. If my employment in the above position is terminated during above period at my request or as a result of poor performance or misconduct, I will repay the recruitment bonus on a pro rata basis. The amount to be repaid shall be determined by providing credit for each full month of completed employment under this agreement (e.g., total lump sum payment divided by number of months of the service agreement, times months remaining on service agreement, equals amount to be repaid).

c. This agreement does not in any way commit the government to continue my employment.

APPLICANTS SIGNATURE:

DATE: